



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

### THMP REQUIRED DOCUMENTATION

#### **(1)ACCEPTABLE PROOF OF RESIDENCY INCLUDES THE FOLLOWING ITEMS:**

- Valid (unexpired) motor vehicle records (i.e., vehicle registration, driver's license)
- Valid (unexpired) Texas Department of Public Safety (DPS) issued identification card
- Recent Social Security, Medicaid/Medicare or Food Stamp/TANF benefit award letters
- Current mortgage or rental agreement specifically listing applicant as a household member
- Recent public utility records and receipts (electric, gas, phone, or cable bill) listing residential address (No PO Box)
- Post office records verifying your current address or change of address confirmation from USPS
- Current employment records (such as a pay stub) listing applicant's current address
- IRS Tax Return Transcript, Verification of Non-Filing, W2 or 1099 that has current address
- If the applicant is undocumented and does not have any of the items listed above that would prove Texas residency, as a last resort a copy of the THMP Supporter Statement signed by the person providing support, the form must specifically state the complete address in Texas where you're currently living.

**(2)ACCEPTABLE PROOF OF HOUSEHOLD INCOME:** If applicant is married (standard or common law), please include spouse's income.

**Current Pay Stubs from Employment:** If paid weekly, need 4 current and consecutive pay stubs if paid twice a month or every other week, at least 2 pay stubs are required.

**Disabled/Veteran/Retired:** A copy of applicant's benefit award letter or any other official documentation showing the amount received on a regular basis.

**Alimony:** A copy of applicant's benefit award letter or any other official documentation showing the amount received on a regular basis from Alimony.

**Unemployment Benefits/Income:** A copy of applicant's benefit award letter or any other official documentation showing the amount received on a regular basis.

**Copy of IRS Tax Return Transcript:** If self-employed a copy of most recent tax year Tax Return Transcript will be required. This can be obtained directly from the IRS by phone 1-800-908-9946, by submitting form 4506-T to the IRS, online at [www.irs.gov](http://www.irs.gov) and possibly in person at local IRS Tax Office.

**Only the applicant, spouse and their dependent, minor children will be counted as part of the Household.**

**Wage Verification Form:** to be completed by employer, if paid in cash

**Note:** Exception to the request for Tax Return Transcript or Verification of non-filing may apply to Special Population Applicants, such as: the undocumented, the recently released from incarceration and the homeless.

**If the applicant reports they are supporting themselves by other means than regular employment, the following will be required:**

- If applicant is a student, please provide proof of school enrollment and proof of any actual documentation of financial aid awarded for current semesters (from the school's financial aid office) detailing grants and/or loans awarded or proof of any financial

assistance received from all sources to pay for school. Verification from FAFSA, Free Application for Federal Student Aid will not be accepted.

- If the applicant is managing on what they have in savings or their bank accounts; a copy of their most recent bank statement will need to be submitted.
- If the Applicant reports they are managing on Child Support (via OAG or informal arrangement with child's parent), documentation of that support will be required.
- A copy of the THMP Supporter Statement signed by the person providing support must be provided with an explanation of the type of support that is being provided to the applicant.

**(3)Private Health Insurance:** Documentation will be required under all circumstances in which applicant and/or spouse has health insurance coverage. Health insurance refers to employer sponsored policies, ACA/Marketplace Plans and Private policies. A completed TIAP form will also be required along with copy of insurance card (front and back) if the client needs assistance with prescription deductibles and co pays.

- If the applicant's policy has terminated, proof of termination (Certificate of Creditable Coverage or Certificate of Prior Coverage) will be required. If the applicant is interested in determining eligibility for COBRA assistance, the following will be required: proof the policy terminated, completed TIAP form, copies of COBRA paperwork and copy of insurance card (front and back). The applicant will be responsible for submitting the election form to their COBRA administrator. The TIAP can only help with the medical premium and prescription deductibles and co pays. Eligibility for the program will be determined by THMP staff.

**In calculating and listing the people living in applicant's household, please include the applicant, their spouse (if married or common law), their biological children, adopted children, and/or stepchildren who reside in the home and are under the age of 18 (include dates of birth of children).** Common law marriage is permitted and recognized as legal marriage in Texas. People are considered parties to a common law marriage if they: 1) have agreed to be married, 2) held themselves out as married, such as by filing joint tax returns or introducing themselves to others as "my husband" or "my wife", and 3) lived together in Texas as a married couple.

**A complete Medical Certification Form (MCF) is REQUIRED with complete application. Copies of labs will be required on faxed applications with CD4 below 100.**

**All sections of the application must be filled out completely and accurately. Application must be signed and dated.** Please use current version of application available on the THMP website: [www.dshs.state.tx.us/hivstd/meds/document](http://www.dshs.state.tx.us/hivstd/meds/document)